

City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Assistant to the City Manager
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General Statement of Duties

Provides professional and administrative support to the City Manager, including making recommendations for and/or resolving difficult and sensitive issues; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide professional and administrative support to the City Manager, including making recommendations for and/or resolving difficult and sensitive issues. The work is performed under the supervision and direction of the City Manager, but considerable leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over assigned administrative support personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Provides professional support to the City Manager, including making recommendations for and/or resolving difficult and sensitive issues.
- Serves as a liaison between the City Manager and other City departments, elected officials, the news media, and the general public;
- Attends various meetings and events to represent and/or assist the City Manager; identifies, makes recommendations concerning, and implements appropriate resolutions on issues raised;
- Attends City Council, Redevelopment Agency and other meetings to record Council direction to the City Manager and insure appropriate follow up;
- Coordinates programs, projects, and contracts as assigned, including meeting with appropriate parties, conducting research, producing reports, making recommendations, and assuring timely completion;
- Develops, coordinates, and oversees the implementation of City and department policies and procedures;
- Coordinates special event applications, including facilitating permits and verifying insurance coverage;
- Assists in the preparation of and implements the City Manager department budget;

- Assists and/or represents the City Manager in Emergency Operations Center (EOC) activities;
- Acts as the Deputy City Clerk during the City Clerk's absence;
- Performs reciprocal duties with the City Clerk's office, including providing professional support to the Mayor and City Council;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of Federal, State and City rules and regulations, including local government organization, City and departmental policies and procedures, and the legislative process;
- Thorough knowledge of the principles, practices, and procedures of supervision, training, and performance evaluations;
- Thorough knowledge of budgeting and fiscal monitoring, and the City's budget process;
- Ability to analyze problems, and develop and implement resolutions;
- Ability to utilize interpersonal skills to establish and maintain effective working relationships and resolve issues with a wide variety of individuals and groups;
- Ability to supervise, train, and evaluate staff;
- Ability to assist in the preparation of and implement the department budgeting process;
- Ability to develop, interpret, and apply complex policies and procedures, and communicate difficult procedures and regulations to government officials and the general public;
- Ability to coordinate the activities of elected officials, staff, and the general public with appropriate sensitivity;
- Ability to research, analyze, and summarize data, and prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree with related college courses or training in Public Administration, Business Administration, or a related field;
- Four to six years professional experience in local government, including at least one year of supervisory experience.

Required Special Qualifications

- May require a valid Class C California State Driver's license.
- May require certification(s) specific to functional areas of assignment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.